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County of San Bernardino

TRAVEL REQUEST
To the Board of Supervisors

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requests in accordance with the Travel Code:

- ☒ Authorization for travel on official County business.
☐ Ratification of travel on official County business.
☐ Consent to absence of County Officer from State of California for more than _____ days on private business.

PERSONS TRAVELING: List names and titles:

Phil Cothran, WFB member

TRAVEL DATES, inclusive May 14, 2003 - May 18, 2003

DESTINATION Boston, MA

PURPOSE: (Attach any items that will support this request.)

National Association of Workforce Boards quarterly Board of Directors meeting

Mode of transportation: ☒ Aircraft ☐ Railroad ☐ Bus ☐ County Car ☐ Private Car

Other expenses anticipated: ☒ Meals: Number 12 ☒ Hotel or Motel: Number of Nights 4

EXTRAORDINARY EXPENSES: Complete this section only if the request exceeds the basic allowances in the Travel Code.

☒ Cost of meals \$ 184 Total \$ _____
Breakfast Lunch Dinner

☒ Cost of lodging (single) \$ 720

☒ Other (explain) Airfare \$800, Taxi \$50

Total
Cost \$ 1,754

Reason for extraordinary expenses No local Cost

Dated: 5-6-03

[Signature]
Department Head

Keith Lee

Agency Head

The above request is: ☐ Approved ☐ Approved as Amended ☐ Denied
Extraordinary expenses: ☐ Approved ☐ Approved as Amended ☐ Denied
Amendments:

BOARD OF SUPERVISORS

Dated: _____

By: _____